**Staff Guidelines for Virtual Classes**

Environment:

Your classroom is where you will be taping.

- Should be a common space not a private space : meaning living room, basement, etc. NOT Bedroom, bathroom, etc.

 Look at what is in the frame behind you.

* Be sure it is cleaned and clutter free: as it should not have personal items or clutter, as it is distracting.

It should be a secluded space during taping time.

* Consider background noise: in order for the students to be able to hear you there should be no background noise.
* It should be a space that family members will not be passing through, as we want to avoid family members passing by unaware of the live camera.
* Pets should also be away from the taping area during class as well.

Attire:

* Be professional- Blue collared staff shirt is preferred or any X-Cel staff shirt.
* Be sure shirt is long enough that it does not expose stomach when lifting arms (if so, later a tank underneath)
* Be sure it has a high enough neckline that is bend fwd there is no exposure
* Pants- athletic professional not too thin
* Socks and shoes if desired
* Hair pulled back off of face.

How to start each class:

* Introduce yourself and the other coach
* Thank them for being a part of X-Cel University Live
* Quick tutorial on how to pin teacher and mute and unmute
* Explain if having technical issues, typically log out and back in
* Take roll and greet each student (at this time the 2nd coach can take notes as to who every child is so they can track them for positive encouragement)
* They should keep a water bottle near by to use during scheduled breaks
* Let them know if at any time they need to use the restroom, they can simply go.

Body Language and Tone

* Keep it extremely positive and upbeat
* Explain quickly how each exercise is helping to develop a skill we are working on.
* “Less talk more action” be brief with explanations and keep the kids engaged!

Co-Coaching

* Role of Lead Coach
* Role of Student Support Coach
* How to work together